



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Bid Award for Printed Envelopes, 1997 Requirements
(\$16,098.39)

MEETING DATE: March 5, 1997

SUBMITTED BY: Finance Director

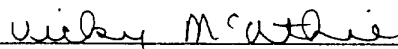
RECOMMENDED ACTION: That the City Council adopt the attached resolution awarding the bid to produce and deliver printed envelopes, as required by the City during calendar year 1997, to the low bidder, Envelope Products Company of Vallejo, in the amount of \$16,098.39.

BACKGROUND INFORMATION: On February 5, 1997, the City Council approved specifications and authorized advertisement for bid for envelopes listed on attached Schedule A. The following bids were received, and opened on February 18, 1997.

Envelope Products Company, Vallejo	\$16,098.39
Emporium Packaging Products, Stockton	\$17,860.69
Walker Business Forms, Stockton	No Bid
Vanier Business Forms & Services, Stockton	No Response


Envelopes will be ordered and paid for periodically during the year as needed by various City departments.

FUNDING: Each department budgets annually for printing requirements, and funding for the purchase of envelopes is included in those budgeted amounts.


Vicky McAthie, Finance Director

Prepared by Joel Harris, Purchasing Officer

APPROVED: _____


H. DIXON FLYNN
City Manager

Schedule A

**City of Lodi
Printed Envelopes
1997 Requirements**

<u>Envelope Description</u>	<u>1997 Req.</u>
#8¾ Special Window, Bus. Lic. Appl.	5,000
#9 Window, Accts Payable,	10,000
#9 Regular, Utility Payment	300,000
#9 Regular, Delinq. Utility Payment	25,000
#10 Regular, Letterhead	45,000
#10 Regular, Police Dept.	10,000
#10 Regular, Parks/Rec.	10,000
#10 Window, Utility Bill	300,000
#10 Window, Delinq. Utility Bill	25,000
#10 Window, City Letterhead	10,000
#10 Window, Police Dept.	5,000
#10 Window, Library	10,000

RESOLUTION NO. 97-27

A RESOLUTION OF THE LODI CITY COUNCIL
AWARDING THE BID FOR PRINTED ENVELOPES

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WHEREAS, in answer to notice duly published in accordance with law and the order of this City Council sealed bids were received and publicly opened on February 18, 1997 at 11:00 a.m. for Printed Envelopes, 1997 Requirements, described in the specifications therefore approved by the City Council on February 5, 1997; and

WHEREAS, said bids have been compared, checked, and tabulated and a report thereof filed with the City Manager as follows:

<u>Bidder</u>	<u>Location</u>	<u>Bids</u>
Envelope Products Company	Vallejo	\$16,098.39
Emporium Packaging Products	Stockton	\$17,860.69
Walker Business Forms	Stockton	No Bid
Vanier Business Forms & Services	Stockton	No Response

WHEREAS, the City Manager recommends award of the bid for Printed Envelopes, 1997 Requirements, be made to the low bidder, Envelope Products Company of Vallejo, CA; and

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that the award of the bid for Printed Envelopes, 1997 Requirements, be and the same is hereby awarded to Envelope Products Company of Vallejo, CA, the low bidder, in the amount of \$16,098.39.

Dated: March 5, 1997

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I hereby certify that Resolution No. 97-27 was passed and adopted by the City Council of the City of Lodi in a regular meeting held March 5, 1997, by the following vote:

AYES: COUNCIL MEMBERS -

NOES: COUNCIL MEMBERS -

ABSENT: COUNCIL MEMBERS -

ABSTAIN: COUNCIL MEMBERS -

JENNIFER M. PERRIN
City Clerk